



**RUSHEY MEAD**  
**ACADEMY**

# **Rushey Mead Academy** **Exams Policy**

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## **The purpose of this exam policy is:**

- To ensure the planning and management of exams is conducted efficiently and in the best interest of candidates
- To ensure the operation of an efficient and secure exam system with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy.

This Exam Policy will be reviewed every two years.

This Exam Policy will be reviewed by the Principle, Senior Leadership Team, Exam's Manager and agreed by the governors.

## **1. Exam Responsibilities**

### **Principal**

- Overall responsibility for the Academy as an exam centre.
- The Principal is responsible for reporting all suspicions or actual incidents of malpractice to the Exams Manager. The Principal has the authority to remove a candidate from the examination room, but only should do so if the candidate would disrupt others by remaining in the room. Refer to the JCQ document '*Suspected malpractice in examinations and assessments.*'

### **Exams Manager**

Manages the administration of external and internal exams:

- Advises the Senior Leadership Team, Heads of Faculty, Teaching Staff other relevant support staff of examination timetables and application procedures as set by the various exam boards
- Advises Heads of Faculty with regards to enquiries about results in accordance with JCQ regulations.
- Oversees the production and distribution to staff, governors and candidates of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.
- Ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them.
- Consults with teaching staff to ensure that necessary controlled assessments/coursework are completed on time and in accordance with JCQ guidelines.
- Provides and confirms detailed data on estimated entries.
- Receives, checks and stores securely all exam papers and completed scripts

- Administers access arrangements and makes applications for special consideration using the JCC *Access arrangements and special considerations regulations* and *Guidance relating to candidates who are eligible for adjustments in examinations*.
- Identifies and manages exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges.
- Line manages the senior exam invigilator and organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams.
- Submits candidates' controlled assessment/coursework marks, tracks despatched and stores returned work and any other material required by the appropriate awarding bodies correctly and on schedule.
- Arranges the distribution of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests.
- Maintains systems and processes to support the timely entry of candidates for their exams.
- The exams assistant assists the exams manager and deputises in the absence of the exams manager.

### **Heads of Faculty/Academy/Curriculum**

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Involvement in post-results procedures.
- Accurate completion of coursework mark sheets and declaration sheets.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.

### **Teaching Staff**

- Completing necessary tiers of entry, estimated grades and controlled assessment/coursework marks for each awarding body.

### **SENCO/EAL Department**

- A candidate's special needs requirements are determined by the SENCO and educational psychologist / specialist teacher.

The SENCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam. The SENCO can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam.

- Making special arrangements for candidates to take exams is the responsibility of the SENCO and the Exams Manager.
- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Exams Manager.

- Data protection forms for access arrangements must be signed by each candidate.
- Rooming for access arrangement candidates will be arranged by the SENCO with the Exams Manager.
- Invigilation and support for access arrangement candidates will be organised by the Exams Manager.
- Any personal information regarding students that require access arrangements must be kept secure in the exams office.

### **Senior invigilator/invigilators**

- Non-teaching invigilators will be used for external exams.
- The recruitment of invigilators is the responsibility of the Exams Manager and the Data Services Manager.
- Securing the necessary DBS clearance for new invigilators is the responsibility of the HR administrator.
- DBS fees for securing such clearance are paid by the centre.
- Invigilators are timetabled and briefed by the Senior Invigilator.

### **Candidates**

- Confirmation and signing of entries.
- Understanding coursework and controlled assessment regulations and signing a declaration that authenticates the work as their own.
- The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices apply at all times.
- Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.
- Disruptive candidates are dealt with in accordance with JCQ guidelines.
- Candidates may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case a member of staff must accompany them.
- The Exams Manager will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines.

## **2. Secure Storage**

The exams officer with the support of SLT is responsible for

- **Keeping question papers and other examination materials secure**

On receipt, the question paper packets, still in their despatch packaging, must be moved immediately to the secure room for checking and transfer to the centre's secure storage facility. It is for the head of centre to set out the appropriate terms of authorisation for members of centre staff.

Only persons authorised by the head of centre and the exams officer must be allowed access to the centre's secure storage facility.

- **Checking question paper packets**

When question paper packets are removed from the despatch packaging they will be checked carefully. The question paper packets will be checked against the awarding body's despatch note and the centre timetable or entries. Checking will take place as soon as possible on the day the question papers are received. If this is not possible, e.g. due to a late delivery or the unavailability of authorised members of staff, the material still in its despatch packaging will be transferred immediately into the secure storage facility until it can be checked. The checking will take place no later than the next working day and will be undertaken in the secure room. The awarding body will be informed immediately if there are any problems

- **Conditions for storing question papers and any other confidential material**

Our secure storage meets the conditions set out in the JCQ requirements, section 3.

Question papers and pre-release materials issued by the awarding bodies are always be stored at the centre's registered address in a secure room with a secure storage facility, e.g. safe, security cabinet. The secure room is solely for the purpose of administering secure examination materials, with access restricted to five holders only. Question papers are always kept in their sealed packets.

All examination stationery, e.g. answer booklets and formula booklets, is stored in the secure room. **Handling encrypted secure material on the day of an examination/assessment**

- **Removing question papers from secure storage**

In order to avoid potential breaches of security, care is taken to ensure that the correct question paper packets are opened. A member of centre staff, additional to the person removing the papers from secure storage, e.g. an invigilator or member of SLT, will check the day, date, time, subject, unit/component and tier of entry, if appropriate, immediately before a question paper packet is opened. This check will be recorded on the 'second pair of eyes check' form.

Question paper packets will be taken to the designated examination room(s) as close to the start of the examination as possible. They are not removed from the centre's secure storage facility and taken to the designated examination room(s) any earlier than 60 minutes prior to the awarding body's published starting time for the examination. Where confidential materials such as live assignments need to be opened in advance of the examination and held for use over an extended period, strict precautions will be taken to safeguard them after they have been opened or downloaded from an awarding body's secure extranet site:

- a) they are only issued at the time of the assessment and must be collected at the end of the assessment session;
- b) they are not to be removed from the centre and when not in use must be kept secure under the conditions described above
- c) each copy will be checked prior to the examination to ensure that it is clean and free from pen or pencil annotations or amendments;
- d) live assessment material are not be used as practice material for any qualifications.

### **3. The Statutory Tests and Qualifications Offered.**

The statutory tests and qualifications offered at this centre are decided by the Heads of Faculty and the Senior Leadership Team.

The statutory tests and qualifications offered are Midyis, GCSE's, BTECs, Entry Level, Adult Literacy, Adult Numeracy and vocational qualifications.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. If there has been a change of syllabus from the previous year, the exams office must be informed by the end of the autumn term.

Decisions on whether a candidate should not take an individual subject will be taken in consultation with the candidates, parents/carers, SENCO, subject teachers, Heads of Faculty. Final decision will be made by the Principle.

### **4. Exam Seasons and Timetables**

#### **4.1 Exam seasons**

Mock examinations are scheduled in November and December, usually with one time slot per subject. Full examination conditions apply.

External exams are usually scheduled for May / June.

#### **4.2 Timetables**

Once confirmed, the Exams Manager will circulate the exam timetables for internal exams and external exams.

## **5. Entries, entry details and late entries**

### **Entries**

Candidates are selected for their exam entries by the Heads of Faculty and the subject teachers.

Any change of entry or withdrawal from an examination after the Awarding Body deadline is chargeable to either the candidate or faculty

The centre does accept entries from external candidates.

### **Late entries**

Entry deadlines are circulated to Heads of Faculty via email.

Late entries are authorised by the Heads of Faculty and the Exams Manager

## **6. Exam Fees.**

The centre will pay all normal exam fees on behalf of candidates.

Late entry or amendment fees are paid by faculties unless:

- Students do not fulfil the course requirements.
- Students fail to attend lessons.
- Students fail to attend the examination.
- Students/Parent request that a change be made.
- In these cases the student's family will be responsible for payment.

## **7. The Disability Discrimination Act (DDA, Special Needs and Access Arrangements**

The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications.

Consideration regulations and guidance are consistent with the law.

Access Arrangements: The SENCO will inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/exams.

A candidate's access arrangements requirement is determined by the SENCO in consultation with Holly Hincks.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the SEND assistant.

Room arrangements for candidates using access arrangements will be organised by Emma Taylor.

Invigilation and support for candidates using access arrangements, as defined in the [JCQ access arrangements regulations](#), will be organised by Emma Taylor.

Please see the Access Arrangement Policy for more information.

## **8. Examinations Days**

The Exams Manager will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the Senior Invigilator.

The Premises Manager is responsible for setting up the allocated rooms.

The Exams Manager and an experienced Invigilator will start all exams in accordance with JCQ guidelines.

Subject staff may be present at the start of the exam to assist with identification of candidates but must then leave immediately.

In practical exams subject teachers can be available in case of any technical difficulties.

Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. If a member of subject staff should gain access to an examination paper during an external exam then they must not leave the examination room until 1 hour after the published start time. Papers will be distributed to Heads of Faculty at the end of the exam session.

## **9. Clashes and Special Consideration.**

### **Clash candidates**

The Exams Manager will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

### **Special consideration**

Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre, the Exams Manager, or an Invigilator, to that effect.

The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example a letter from the candidate's doctor.

The exams office will then submit an online special consideration request to the relevant awarding body within seven days of the exam.

## **10. Contingency Planning**

Contingency planning for exams administration is the responsibility of Vicky Barwell, Molly Baldwin-Jones and Emma Taylor.

Contingency plans are available via the Exams Officer and are in line with the [guidance provided by Ofqual, JCQ](#) and awarding organisations.

## **11. Controlled Assessment and Appeals against Internal Assessments.**

### **Non-examined Assessments**

Candidates who have to complete non-examined assessment should do so by the deadline set by the awarding body.

Heads of Faculty will ensure all requested work is ready for despatch at the correct time. The Exams Manager will keep a record of what has been sent when and to whom.

Marks for all non-examined assessed work are submitted to the awarding bodies by the Exams Manager and the Heads of Faculty.



## **Appeals against internal assessments**

The centre is obliged to publish a separate procedure on this subject, which is available from the exams office.

The main points are:

- Appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded
- Candidates may appeal if they feel their non-examined assessment has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- Appeals should be made in writing by 30 June to the Principle (or other nominee) who will decide whether the process used conformed to the necessary requirements
- The Principle's findings will be notified in writing, copied to the exams office and recorded for Awarding Body inspection.

## **12. Results, Enquiries about Results (EARs) and Access to Scripts (ATS)**

### **Results**

Candidates will receive individual results slips on results days either in person at the centre or by post to their home addresses (candidates to provide sae).

Arrangements for the Academy to be open on results days are made by the Principle and the Premises Manager.

The provision of staff on results days is the responsibility of the Exams Manager

### **Enquiries about Results**

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking or the result is within 3 marks of the next grade according to the grade boundaries.

If a result is queried, the Exams Manager will submit a re-mark request using the online secure site at a cost to either the Faculty or candidate. The Exams Office will pay if it will make a difference to the centre's overall results as per the protocol agreed with the Principal and Vice-Principal.

When the centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.

### **Access to Scripts**

After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

GCSE re-marks cannot be applied for once a script has been returned.

## **13. Certificates**

Certificates are collected by candidates from the centre and signed for. Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised by letter to do so. Replacement certificates are only issued if a candidate agrees to pay the costs incurred.

The centre retains certificates for two years.